

BRANDI J. CROFFIE

8322 Vista Bella Lane • Houston, Texas 77055 • brandi_croffie@yahoo.com • (832) 527-6296

EDUCATION

J.D. - **University of Houston Law Center**, Houston, TX, 2012

- GPA: 3.43
- Black Law Student Association- Vice President of Internal Affairs
- Completed Texas Basic Mediation Training
- Teaching Assistant- Mediation Clinic
- **Southern Illinois University** (transferred after first year)
 - Dean's List
 - GPA: 3.49 (Top 10%)
 - Recipient: CALI Award (for highest grade in Property)

M.A. - Counseling, **Sam Houston State University**, Huntsville, TX, 2008

- GPA: 3.96

B.A. - Psychology, **Baylor University**, Waco, TX, 2005

- GPA: 3.43
- Dean's List
- Baylor Provost Scholarship
- Delta Sigma Theta Sorority, Incorporated

ADMISSIONS

- State Bars of Texas (2012)
- United States District Courts for the Southern District of Texas

EXPERIENCE

October 2011 - Present: **Hoover Slovacek, LLP**, Houston, TX

(November 2012- Present): *Associate*

(October 2011 – November 2012): *Legal Intern*

- Litigation practice with cases including real estate transactions and homeowners' association litigation.
- Prepare and respond to written discovery, take and defend depositions, prepare and argue motions, prepare pre-trial motions, and resolve cases through trials, negotiated settlement agreements, and mediation.
- Advise homeowners' association's Boards of Directors regarding enforcement of dedicatory instruments and other legal issues. Often includes attendance at association Board of Directors meetings.
- Prepare policy and legal opinion letters regarding the interpretation of provisions of dedicatory instruments and case law trends relating to the same.
- Review commercial leases and draft default and other statutory or contractually obligated notices related to the same .
- Participation in Texas Community Association Advocates activities, including speaking with members of the Texas Legislature regarding pending legislation related to Homeowners Associations during the TCAA Rally Day at the Texas State Capitol

June 2010- August 2010: **United States Court of Appeals for the Seventh Circuit**, Chicago, IL

Judicial Extern to the Honorable Ann Claire Williams

- Draft memoranda and orders and performed extensive legal research
- Discuss legal theory and practice with supervising clerks.

- Observed court proceedings, including appellate court oral arguments and district court motions and trials.

August 2007- May 2009: Bammel Middle School, Spring, TX

8th Grade Math Teacher

- Taught 8th grade math curriculum as prescribed by the state of Texas Education Agency
- Created and presented lesson plans to ensure student success and promotion to the next grade level.

October 2005- August 2007: Montgomery County Department of Community Supervision and Corrections, New Caney, TX

Probation Officer

- Provided supervision and counseling to probationers. Monitored probationer's compliance with conditions as set forth by the courts.
- Conducted home and office visits monthly to check for compliance.